

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 13-000**

**OPEN TO:** Current Employees of the Mission

**POSITION:** Refugee Program Assistant, FSN-8; FP-6\*

**OPENING DATE:** May 23, 2013

**CLOSING DATE:** June 05, 2013

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-6)  
\*Ordinarily Resident: JD 10,658 p.a. (Position Grade: FSN-8)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking a qualified individual for the position of Refugee Program Assistant within the Political Section.

Non-Governmental Organizations (NGO's), International Organizations (IOs) and UN Agencies Relations  
Under the guidance of the Deputy Political Chief, and in full coordination with the Refugee Coordinator and Refugee Specialist, the incumbent liaises and conducts meetings with NGO partners, IOs, and UN agencies on refugee projects in the region; writes reports on meetings. • Maintains working-level contact with refugees, relevant government officials, NGOs, UN agencies (UNHCR, UNICEF, WFP, WHO), IOM, ICRC, IFRC, and others towards advancing USG refugee policy and programs. • Attends Sector Working Group meetings, represents USG interests, and writes meeting readouts. • Assists the Refugee Coordinator and Refugee Specialist in monitoring and evaluating PRM-funded NGO projects benefiting Syrian and Iraqi refugees. This includes maintaining a USG-funded project database, conducting monitoring visits under Refugee Coordinator and Refugee Specialist leadership, and assisting Refugee Coordinator and Refugee Specialist to monitor and evaluate activities.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. University degree in Social Arts, Business or related field is required with two years of experience with UN or international humanitarian NGO or development organization, program/ grant management.
2. OR two years College/University studies with four years of experience with UN or international humanitarian NGO or development organization, program/ grant management. **Supporting documentation (i.e., Tawjihi's certificate) must be included in the application for eligibility purposes.**  
**يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق**
3. Level 4 fluency in English and Arabic languages is required. English proficiency will be tested. A score of 785 in the TOEIC exam or 590 in the TOFEL exam will be accepted. Exam scores are valid for 6 months.
4. Must have good computer skills to include Microsoft Office.

## SELECTION PROCESS

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174;

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
Telephone: 5906000

Applications can also be submitted electronically through **AmmanEmployment@State.gov**

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or dependent who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: June 05, 2013**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.